



PERSONAL INFORMATION:

Surname: D'Souza
Given Name: Asha
Nationality: India

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PERSONAL PROFILE:

Thriving in an international, ambitious organization with a flat hierarchical structure and informal work sphere, I combine strategic thinking with hands-on work and can get quickly acquainted with new markets and subjects. Key characteristics of my background are sound education, a variety of roles & responsibilities and diverse international exposure. I am analytical with eye for facts and details, driven, self-starting, structured and pragmatic. I cope very well with stress and have a keen eye for efficiency. These abilities allow me to handle complex responsibility and situations and lead teams towards objectives. I have a broad interest in business development, flexibility recruitment and assessment strategies and plans and operations in Hospitality & transport industry.

EMPLOYMENT RECORD:

01/2017-Present HR Coordinator at Al Sharif International Freight Services, Manama, Bahrain

07/2015-12/2016 HR Coordinator at PGS Property Management Co. W.L.L , Manama, Bahrain

WORK EXPERIENCE:

- Ensuring that the business is legally compliant in all its employment activities.
- Process payments of GOSI, LMRA, Telephone service providers, Electricity & Water and other government authorities without delays
- Processing immigration paperwork for work permits (New visa, Renew visa).
- Applying for Business Visa, Visit visa
- Applying for CPR (CPR Appointment, CPR renewal)
- Vehicle registration, Online payments, Vehicle Insurance
- Attends Managers meeting and spearheads HR related issues
- Designed new employee package and sent them via E-mail
- Maintenance of the HR records and systems
- Carry out any investigations as required by the GHRM/GM
- Maintain and keep record of all incidents properly and forward the same to GM & Group HR & Admin Manager.
- Monitoring the cleanliness of the company premises and ensures that uniformity and standards are followed

- Handle all issues related to Electricity and Municipality Affairs etc
- Updates all Job Description as per duties & responsibilities prescribed by dept. /division head and MD, from time to time.
- Follows and coordinates for all Administration Support Services pertaining to Ministry of Labor, Immigration, CPR, Embassies etc.
- Performs all Administration correspondence, offer letter, job description, appointment, contract, increment, promotion, warning, termination, etc.
- Responsible for HR policy awareness and implementation.
- Preparation of salary certificate
- Updates managers' knowledge concerning Immigration and Labor Law
- Renews Residence Permit and Contract with the consent and approval from Department Managers/General Manager and MD.
- Ensures that staff deductions due to disciplinary action, bank transfers, telephone deductions, company loans etc are affected in the appropriate monthly salaries
- Checking ticket eligibility and issuance of ticket.
- Receives walk in job seekers in an appropriate manner.
- Carries out placement procedures as per Company policy.
- Giving new starters a really positive and professional perception of the company.
- Maintains the work structure by updating job requirements and job descriptions for all positions
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Keeping track of any employee anniversaries and awards they are due
- Maintains historical human resource records by designing a filing and keeping past and current records.
- Managing the annual salary review process for the company.
- Preparing letters, Memo, LPO, Employment Contract, Offer letter.
- Personnel Record Maintenance
- Applying for gate pass for APM, BAS, BV Certificate
- Recruitment, Selection, safety, performance appraisal
- Recruits, interviews, and selects / recommends employees to fill vacant positions
- Carries out other related jobs as assigned by the Management from time to time.

QUALIFICATIONS:

06/2013-05/2015	Master of Business Administration (MBA) in AJ Institute of Management, University Board
06/2010-05/2013	Bachelor of Business Management (BBM) in Sahyadri Institute of Management And Science, University Board
06/2008-05/2010	pre-university course (PUC) in Padva Pre University college, Pre-University Board
06/2007-05/2008	S.S.L.C in Capitanio High School, State Board

KEY SKILLS:

- Software (MS-Office, Excel, Internet Usage)
- Languages: English, Hindi
- Able to influence, facilitate and implement HR change.
- Have the confidence and assurance needed to be an effective negotiator.
- Not afraid to take on difficult tasks.
- Positive, confident and friendly demeanor with high level of integrity.

PROJECT WORK:

Done a project on “A STUDY ON WORKING CAPITAL MANAGEMENT WITH SPECIAL REFERENCE TO J.V. SPRINGS BIKAMPADY”, as a part of completion of graduation in B.B.M

Done a project on “A STUDY ON HRM PRACTICES AT BIRLA SUN LIFE INSURANCE LIMITED”, as a part of completion of graduation in MBA

INTERNSHIP:

Completed 1 month summer internship programmed at Mangalore chemical fertilizer (M.C.F).

ACTIVITIES:

- Took active participation in job fair
- Secured 1st place in Ice-breaking event organized in Mangalore University
- In the year 2008-2009, 2009-2010 secured 3rd place in Talent hunt competition in inter level college
- Completed English speaking course in the year 2008
- In the year 2005 secured 1st place in Mathematics Talent examination

ADDITIONAL INFORMATION:

- GCC Experience :- From July 2015 to present
- Marital Status :- Married (29.12.2017)
- Date of Birth :- 23.10.1992
- Nationality :- Indian
- Current Location :- Manama, Bahrain
- Reason for Change :- looking for new challenges at work, gain new skill & Knowledge
- Language :- English, Hindi
- Notice Period :- One month

Place: Manama, Kingdom of Bahrain
ASHA MARITA D'SOUZA